



WESTERN GLOBAL AIRLINES LLC

TITLE: Heavy Maintenance Buyer	DEPARTMENT: Materials
REPORTS TO: Manager of Materials	MAIN BASE: Estero, FL
PAYRANGE: TBA	DATE REVISED: February 17, 2018

J O B D E S C R I P T I O N

ESSENTIAL DUTIES

- Schedule Crewmembers in compliance with departmental SOP's and FAR's.
- Ensure compliance with Line and Heavy maintenance requisitions in a way that minimizes inventory investments and meets time requirements.
- Review Material Requisitions/Bill of Materials- BOM and Bill of Tools - BOT for content, accuracy, interchangeability and the level of urgency. Also monitor current stock levels and usages, to determine the necessity of the request.
- Determine the responsible sources of supply.
- Work closely with Maintenance Planning and Materials Planner to ensure all Material and Tooling requirements are supplied in a timely manner
- Evaluate purchases to ensure compliance with all Federal Regulations and Company policies regarding quality, documentation and traceability.
- Expedite open purchase orders.
- Contact vendors to negotiate price, obtain the most preferred tag and direct the method of shipment.
- Procure components, equipment and supplies with high levels of reliability while maintaining fiduciary responsibility to the Company.
- Coordinate the creation and physical building of HMX Kits for each level of Work Scopes and the BOM and BOT as created by the Materials Planner.
- Coordinate the timely movement of BOM and BOT materials to the location of the works scope prior to the arrival of the aircraft.
- Work closely with the on-site Heavy Maintenance Material Rep or Line Maintenance personnel to ensure that all required materials and tooling is available in a timely manner, inclusive of non-routine materials as written up.

The above responsibilities, duties, and skills are intended to describe the general requirements of the position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

EDUCATION AND TECHNICAL REQUIREMENTS

- Bachelor's Degree or Technical Degree Required or 2 years of Aircraft Parts Purchasing experience
- Must be willing to relocate to the Estero, Florida area
- Excellent communicator and motivator and organizational skills
- Work with little or no supervision
- Must possess the desire and ability to work in a fast paced environment, and work well under pressure
- Willing to work various hours, to include nights, weekends, and holidays. The schedule is 4 days on, 3 days off. Must be flexible to work overtime as needed.
- Ability to make quick decisions while working in a high pressure, ambiguous environment while handling multiple tasks

THE COMPANY

Headquartered in Estero Florida, Western Global Airlines is an expanding FAA 121 certified cargo airline, operating MD-11 and 747-400 freighters throughout the world, and offering exciting career opportunities. If you are a highly qualified excellent candidate looking for a fascinating, challenging, and meaningful career in the airline industry, with the added benefits of Southwest Florida's lifestyle, culture, beaches, warm weather activities, and the financial advantages of low cost living free of state income tax, we encourage you to send your resume to Human Resources at: Cynthia.apicella@westernglobal.aero or visit our website at <http://www.westernglobalairlines.com/Careers>. We offer a highly competitive compensation and benefits package along with excellent advancement and growth potential.

EQUAL OPPORTUNITY

Western Global Airlines is an Equal Opportunity Employer. It is the continuing policy of the Western Global Airlines to afford equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, place of birth, age, disability, veteran status, gender identity or any other characteristic or status protected by applicable law, in accordance with federal, state and local laws.

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